

**Commonwealth of Massachusetts Employees Charitable Campaign  
Action for Boston Community Development (ABCD)  
178 Tremont Street, Boston, MA 02111  
Tel: (617) 348-6228 Fax: (617) 357-0172  
Managers of COMECC 2014**

November 1, 2013

Dear COMECC Key Person:

Thank you for being the Key COMECC person for your site/agency. Your commitment to charity is greatly appreciated.  
***Our main goal is to provide everyone the opportunity to participate!***

**Consider an agency kickoff event, a bake sale, or a small charity fair to raise awareness of what COMECC means.** We will gladly help with organizing, arranging and speaking.

This is our ninth year for **online contributions**. The options are: the traditional bi-weekly payroll deduction, a one-time payroll deduction, or credit card. This can be done at [www.comecc.net](http://www.comecc.net).

We will also be **accepting checks**, but they must be made payable to: COMECC.

Everyone is **encouraged to designate a charity or charities**.

**Distribution by you:** Please read our "Key Person Information" pamphlet for any questions. Then either personally deliver the pledge forms, brochures, and posters, send them out with payroll... or whatever works best for you.

***Highlighted Information for COMECC 2014:***

[www.comecc.net](http://www.comecc.net) Find a charity: Searches for your Keyword in the Charity Name OR Charity Description

**Pledge Cards:** Choosing to release your information will include the amount given. Pledge cards are blank this year. Please know this is an effort to save money and waste.

**Brochures:** Unless requested otherwise, we're **delivering the brochures at about 20% of the number of your employees**.

**Listing Sheets:** In addition, an online EXCEL spreadsheet/ListingSheet is available at [www.comecc.net](http://www.comecc.net) You may download it, fill it in, then print it out, and send it in with the completed yellow pledge cards in lieu of the old style paper Listing Sheets. Please keep the cards in the order listed on the Listing Sheets. You may also use the system you have previously perfected!

**Timeline** for the campaign is currently as follows:

**Delivery:** Brochures were drop shipped or mailed to the larger departments/agencies directly from the printer. Pledge forms, all other brochures, and supplies (posters, reporting envelopes, listing sheets, and blank pledge forms) will all be delivered by next week.

**Returning the pledge forms:** The goal is to wrap up the campaign with all pledges and paperwork submitted by 12/30/2012. However, forward any pledges received after that date to your PR and our office ASAP.

See page 5 of the Key Person Information pamphlet for more details on processing the pledges, but it includes:

- Check the pledge cards for accuracy (all charity codes have 6 numbers) and completeness
- Give the white, signed parts to Payroll (this should be done on a regular basis)
- List the yellow pledge cards on the Listing Sheets, separately by Department.  
NOTE: You do NOT need to list the Regions separately
- Put the yellow pledge cards, Listing Sheet(s), and any checks into the Reporting Envelope
- Sending the Report Envelope(s) to us at ABCD/COMECC, 178 Tremont St, Boston, MA 02111

We know it's a lot of work. Please know that we GREATLY APPRECIATE YOUR EFFORT AND SUPPORT, as will all those who benefit by it. We are very happy to be participating with you in such a worthy effort. Please contact us with anything you need.

**Sincerely, and THANK YOU, THANK YOU, THANK YOU!**

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